



DEPARTMENT OF THE NAVY

COMMANDER
NAVY REGION, MID-ATLANTIC
6506 HAMPTON BLVD.
NORFOLK, VA 23508-1273

IN REPLY REFER TO:

COMNAVREGMIDLANT/SOPA
(ADMIN) HRINST 7431.1
PM Support Services
30 JAN 2001

COMNAVREG MIDLANT/SOPA (ADMIN) HAMPTON ROADS INSTRUCTION 7431.1

Subj: DETERMINING ENTITLEMENT TO BASIC ALLOWANCE FOR
SUBSISTENCE

Ref: (a) COMNAVREGMIDLANTINST 3120.1
(b) MILPERSMAN 1746-020
(c) MILPERSMAN 7220-180
(d) MILPERSMAN 7220-190
(e) COMNAVSURFLANT NORFOLK VA 162043Z May 00

1. Purpose. To publish guidelines for determining entitlement to Basic Allowance for Subsistence (BAS) and establish a procedure for requesting BAS in the Navy Mid-Atlantic Region.
2. Background. Reference (a) authorizes the Storefront Manager at all Navy Mid-Atlantic General Mess Dining Facilities to approve requests of authorized enlisted personnel to mess separately and receive BAS. Prior to approval of requests, the Storefront Manager will consider the necessity to maintain a general mess (galley) which can be operated effectively and economically as approval for BAS and will never reduce the membership of the general mess to a point where it will not permit effective and economical administration.
3. Discussion. As part of a continuing effort to increase the efficiency of galley operations thereby lowering operational costs and improve quality of life services provided by the galley the following guidelines have been established in accordance with reference (b) to determine who is eligible to receive BAS and procedures for requesting BAS. This instruction applies to all galleys within the Navy Mid-Atlantic Region (Naval Station, Norfolk; Naval Amphibious Base, Little Creek; Naval Air Station, Oceana; Naval Air Station Oceana, Dam Neck Annex; Norfolk Naval Shipyard; Naval Weapons Station, Yorktown; and Fleet and Industrial Supply Center, Cheatham Annex) which are under control of Commanding Officer, Naval Support Activity (NAVSUPACT), Norfolk (Program Manager, Support Services).

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a. The following personnel will be provided Ration in Kind (RIK):

(1) All E-4 and below residing in Bachelors Quarters.

(2) All transient personnel E-6 and below.

(3) All enlisted personnel in a Legal Hold status, confined to the Brig, or in a restricted status.

(4) All E-6 and below Naval Reservists performing their two week active duty training.

(5) Geographic Bachelors, E-1 through E-6, unless justifying Separate Rations under guidelines published in reference (b).

b. The following personnel are authorized by reference (b) to draw BAS:

(1) E-7 and above.

(2) E-1 through E-6 who are residing with their family members. This includes members married to members with no dependents who reside together at the location of the permanent duty station. These personnel should submit a special request chit to their command to draw BAS.

c. Those personnel covered by paragraph 3a. above, may request to mess separately and draw BAS if any of the following situations apply:

(1) Members, when assigned in a service capacity to the Public Quarters of an officer and subsist therein, the computation value of their rations shall be paid monthly to the Treasurer of the Mess in which subsisted.

(2) Single members drawing Basic Allowance for Housing (BAH) without dependents, with proof of authorization to reside off base.

(3) When established working/watchstanding hours prevent or severely hamper member from subsisting in the galley on a regular basis and it is unreasonable for the member to obtain prorated rations in accordance with reference (d).

(4) When the worksite location clearly hampers a member from subsisting in the galley as stated in reference (b).

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(5) When single members will consistently and routinely miss two or more meals a day, a member may request BAS per reference (b).

4. Procedure. Enlisted members, who meet the criteria as established by the guidelines in paragraph 3c. may request authorization to mess separately and receive BAS.

a. Member must submit a request chit to mess separately with specific justification and approval by cognizant Commanding Officer or Officer in Charge then forward to applicable Galley Storefront Manager.

b. Per reference (a), Commander, Navy Region, Mid-Atlantic authorizes the Storefront Managers to sign "By direction" to approve requests to mess separately and receive BAS subject to references (a) through (e). All recommendations for disapproval will be forwarded via chain of command to the Commanding Officer, NAVSUPACT Norfolk for final disposition.

c. Once permission to mess separately is granted, it is the responsibility of the member and the member's command to notify applicable Personnel Support Detachment (PERSUPP DET) of any changes in the member's eligibility status, which may cause disqualification for BAS.

d. When BAS requests are disapproved, a request for prorated Subsistence Allowance may be submitted in accordance with reference (d) to effect reimbursement for missed meals. Forward completed forms to the Disbursing Officer for reimbursement of prorated rations. Reimbursement for missed meals is only authorized for watchstanding or mandatory work related missions in which chow relief or watch rotations cannot be arranged. The Division Officer and the Commanding Officer of the member as stated in reference (c), must certify missed meals as valid.

5. Action

(a) Commanding Officers of ships undergoing overhaul or other maintenance will use decision criteria listed in reference (c) to help in selecting appropriate messing options. Requests for BAS authorization will be submitted to the Navy Mid-Atlantic Regional Food Services Director via the immediate superior in command (ISIC) as outlined in reference (c).

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(b) Regional Food Services Officer will approve requests sent via a command's ISIC for an entire unit to receive BAS in accordance with reference (e).

(c) Galley Storefront Managers will approve individual requests for BAS in accordance with reference (a). Approved requests are sent back to originating command who forwards it to the PERSUPP DET to get BAS started. Disapproved requests are forwarded to the Commanding Officer, NAVSUPPACT Norfolk for final disposition.

(d) Applicable PERSUPP DETs will issue Multi-Technology Automated Reader Cards (MARC) which show the member's entitlement to receive BAS. When changes occur to a member's entitlement, the member's MARC must be updated by Personnel Support Activity Detachment. All Command Pass Liaison Representatives will promulgate the guidelines to newly reporting personnel.



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